

## Quick Facts—TIDE

### Test Information Distribution Engine

### February 2014

#### Important Documents on OPI Field Test Website

TIDE User Guide

TIDE Training Module

MT User Template File

Montana Student Template File

MT Student Setting Template

TIDE is the online program for registering students to participate in the spring 2014 Smarter Field Test and for access to the designated supports and documented accommodations.

- Students enrolled by January 24, 2014: AIM provides data to TIDE
- Students who enroll after January 24, 2014: Districts only enter in TIDE
- Designated Supports and Documented Accommodations: Districts and/or schools enter in TIDE

#### Passwords

**Starting February 17, OPI will begin assigning passwords for two District personnel: District administrator (DA) and District test coordinator (DC)**

- Each DA and DC will receive an email from [Smarter-DoNotReply@airast.org](mailto:Smarter-DoNotReply@airast.org) with an individual login and a temporary password.
- The DA's and the DC's will log in using the link in that e-mail and change their passwords to a new one of their choice (at least 6 characters and 1 number).
  - Once logged into the Online TIDE system, the DA's and/or DC's will be responsible for assigning passwords for School Test Coordinators (SC) and Test Administrators (TA).
    - They can be added individually or for districts with a large number of schools, they can be added using the [MT User Template File](#) posted on the OPI Field Test Website.

#### Collecting Information

##### Students who move

- Any students who enroll or move after January 24, 2014 date will need to be added or deleted by the local DA or DC. (District Test Coordinators will also be added as District Administrators for this reason). **District coordinators (unless added as a DA), school coordinators, and test administrators are unable to add or delete students.**
- Prior to entering in TIDE, this information can be collected on the [MT Student Template File](#) posted on the OPI field test website.

##### Students needing embedded designated supports or documented accommodations

- Once School Coordinators (SC) and Test Administrators (TA) determine which students will need to access the assessment using embedded supports (see the Usability, Accessibility, Accommodations Guidelines posted on the OPI website), the DA, DC, or SC will be able to add those settings for their students (TA's cannot upload or edit students' settings).
- Prior to entering in TIDE, this information can be collected on the [MT Student Setting Template](#) posted on the OPI assessment website.

## Planning Ahead for Student Logins for the Field Test

In preparation for testing, it is recommended that districts/schools create login cards for each student. In order to login, each student will need the following information:

- Confirmation Code [Student First Name] as in AIM and entered in TIDE by District after January 24
- State-SSID [MT-9 digit state id]
- Test Session [this will be generated when the TA's set up a session and can be written on the board.
- Also
  - Include on the last line of the card, the first and last name, possibly the middle initial to avoid confusing the confirmation code for students with the same first names.
  - These cards should be collected after each session and shredded upon the conclusion of the last testing session.
- Card sample below

Jackie  XXXXXXXX  Test Session:
Jackie L. Smith

## For HELP

- [Use TIDE User Guide](#)
- [View TIDE Module](#)
- Contact: Pam Birkeland, OPI Assessment Special Projects—Data/TIDE Lead
  - [pbirkeland@mt.gov](mailto:pbirkeland@mt.gov)